

# Retention and Classification Report

**Agency:** Grand County (Utah). Council (2633)

125 East Center  
Moab, UT 84532  
435-259-1346

## **Records Officer**

26054	Council minutes indexes
83883	Minutes
26053	Ordinances

**AGENCY:** Grand County (Utah). Council

**SERIES:** 26054

3

**TITLE:** Council minutes indexes

**DATES:** 1954-

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official county committees, boards, and task forces. They may also include an official agenda. (See Internal committee records)

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 15.

**AUTHORIZED:** 05/30/2008

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

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**AGENCY:** Grand County (Utah). Council

**SERIES:** 26054

**TITLE:** Council minutes indexes

(continued)

**APPRAISAL:**

Administrative

This series has permanent administrative value as an aid to locating information in the minutes.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Grand County (Utah). Council

**SERIES:** 83883

4

**TITLE:** Minutes

**DATES:** 1890-

**ARRANGEMENT:** Chronological by date of meeting.

**DESCRIPTION:**

These minute books record the actions of the governing body of the county. The council (until 1993, the county commission, or in the territorial period, the county court) was authorized to manage all county business and property. This included auditing all claims against the county. The members authorized salaries and the purchase of supplies and services. They levied property taxes for county purposes and served as a board of equalization. The members created election precincts, road districts, and school districts and appointed superintendents of such districts. They also appointed other county officials (e.g. board of teacher examiners, quarantine physician, game commissioner, bee inspector, fruit tree inspector, sheep inspector) and set the salaries of each. The court located sites and oversaw the

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 09/15/2015

**FORMAT MANAGEMENT:**

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**AGENCY:** Grand County (Utah). Council

**SERIES:** 83883

**TITLE:** Minutes

(continued)

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**APPRAISAL:**

Administrative Fiscal Historical Legal

This disposition is based on the value of the series as the legal record for the county, probably the best single source of historical information on official activities (building, bonding, employees, voting, licensing, taxing, zoning, etc.)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Grand County (Utah). Council

**SERIES:** 26053

3

**TITLE:** Ordinances

**DATES:** 1896-

**ARRANGEMENT:** Chronological, thereunder by ordinance number

**DESCRIPTION:**

These records document the legislative action of the county commissioners. The county commission may "pass all ordinances and rules and make all regulations, not repugnant to law, necessary for carrying into effect or discharging the powers and duties" of their office (UCA 17-5-263 (1995)). The county clerk is required "to authenticate with his signature and the seal of the county clerk all ordinances or laws passed by the board and record the same at length in the ordinance book" (UCA 17-5-209(9) (1995)).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 31.

**AUTHORIZED:** 12/11/2005

**FORMAT MANAGEMENT:**

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**AGENCY:** Grand County (Utah). Council

**SERIES:** 26053

**TITLE:** Ordinances

(continued)

**APPRAISAL:**

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**PRIMARY CLASSIFICATION:**

Public